

Vacancy Announcement

Federal Retirement Thrift Investment Board

TSP Training & Liaison Specialist, GS-301-9/11

Job Announcement Number: FRTIB-MP-07-006

Salary Range : Per Year

GS-9 \$46,041 - \$59,852

GS-11 \$55,706 - \$72,421

Open Period: June 22, 2007 -
August 9, 2007

2 Vacancies

Series & Grade: GS-301-9/11

Position Information:

Competitive Services: Career or
Career Conditional Full-time
Permanent

Promotion Potential: GS-13

Duty Location: Washington DC

Who May Be Considered:

Current career or career conditional Federal employees and former Federal employees with reinstatement eligibility. Veterans who are eligible under the Veterans Employment Opportunities Act of 1998 (VEOA) may apply as well. To be eligible under the VEOA, applicants must be preference eligibles or have been separated from the armed forces under honorable conditions after three or more years of continuous active service.

Persons eligible for non-competitive appointment under special authorities (e.g., Veterans Recruitment Appointment (VRA), Severely Disabled, 30% or more compensably disabled veterans, Peace Corp returnees, etc.). Such individuals need not be current or former Federal employees.

Job Summary:

The Federal Retirement Thrift Investment Board is an independent Federal agency in the Executive branch created by the Federal Employees' Retirement System Act of 1986 (FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S.C. § 8351 and §§ 8401-79) to administer the Thrift Savings Plan (TSP). The TSP is a daily-valued, participant-directed retirement savings and investment plan for Federal civilian employees and members

of the uniformed services. It offers its participants the same type of saving and tax benefits that many private corporations offer their employees under 401(k) plans. Currently, the TSP is the largest defined contribution plan in the world with over 3.7 million participants and assets over \$210 billion.

The Agency has a staff of approximately 70 employees located in Washington, D.C., who assist the Executive Director in carrying out the policies set by the Board members for investment, administration, and management of the TSP. The Agency has seven primary departments: Office of Finance, Office of Investments, Office of the General Counsel, Office of Product Development, Office of External Affairs, Office of Automated Systems, and Office of Participant Services.

Major Duties:

The incumbent works with higher graded specialists in the development, implementation, and ongoing evaluation of specific programs and services designed to improve the administration of the TSP by Federal agencies and the uniformed services. Incumbent provides technical guidance on regulations, policies, and procedures related to contributions, loan payments, and associated activities to assist agency and uniformed services personnel and payroll representatives. In addition, incumbent participates in the development of and provides training on the TSP and its operations to the TSP call centers and other contractor personnel, Federal agency and uniformed services representatives (primarily in the personnel and payroll arenas), employees and members, and other interested entities and organizations. The incumbent also assists in resolving participant concerns and problems.

Travel is required to provide on-site training. May entail two or more days per week throughout a month.

Qualifications Required:

To qualify for the GS-09 level: One year of specialized experience equivalent in level of difficulty and responsibility to at least the GS-07 level.

You must have one (1) year of specialized experience that has equipped you with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

To qualify for the GS-11 level: One year of specialized experience equivalent in level of difficulty and responsibility to at least the GS-09 level. You must have one (1) year of specialized experience that has equipped you with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and to the extent to which your application shows that you meet the knowledge, skills, and abilities associated with this position as defined below. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, and the sensitivity of the issues you handled, etc. Competitive candidates will be rated to determine whether they meet basic qualification requirements and whether they are Best Qualified. Non-competitive candidates will be rated to determine whether they meet basic qualification requirements. Best-qualified candidates will be referred to the selecting official for consideration. You will be notified as to the outcome. Failure to submit a narrative response to the KSA's may negatively affect your rating for this position.

1. Knowledge of private sector employee benefit programs in general and demonstrated knowledge of Thrift Savings Plan (TSP). Incumbent should indicate whether his/her focus is from a human resources or payroll office perspective.
2. Knowledge of personnel and payroll systems of sufficient depth in order to effectively explain TSP or 401(K) system requirements and procedures.

3. Ability to plan and conduct training classes for diverse audiences. Ability to develop training modules to meet the needs of varied audiences based on assessment of data, knowledge of teaching strategies, learning styles, and availability of resources.
4. Analytical ability to identify the important features of problems and to reason logically from the facts available to devise solutions to problems and to identify changes and trends. Ability to develop improvements in and design new work methods and procedures.
5. Experience in establishing and maintaining effective working relationships among diverse groups, e.g., with Federal agency and uniformed services representatives, contractor personnel, employees and members, and other interested entities and organizations.
6. Demonstrated ability to communicate orally and in writing.

Benefits:

Pay is only part of the compensation you will earn working for the Federal Government. We offer a broad array of benefits programs and family friendly flexibilities to meet the needs of you and your family. Here are some of the highlights:

- Our health insurance program is a nationally recognized model that offers you choice and flexibility along with a substantial employer contribution to premiums. You can pay your share of premiums as well as your out-of-pocket costs with pre-tax dollars.
- Our leave policy provides ample time to take care of your personal, recreational, and health care needs. In addition to 10 paid holidays every year, you will accumulate 13 days of sick leave each year and additional days of annual leave (vacation).
- Our 3-part retirement program includes a Social Security benefit, a 401(K) type plan, and a defined benefit component based on years of employment and salary history.
- You are able to choose among several options for life insurance coverage for both you and your family members.

- ■ We offer the largest group long-term care insurance program in the country. As a new employee, you may be eligible to enroll by answering just a few simple questions. You can also tailor your benefits package to your own needs.

Other Information:

If selected below the full performance level, promotion up to the full performance level may be made without further competition. However, promotion(s) will depend on the performance of the incumbent and are not guaranteed.

This vacancy announcement may be used to fill similar positions within 90 days.

All applicants must be a United States citizen.

The Hatch Act Reform Amendments of 1993 (Public Law 103-94) prohibit individuals from requesting, making, transmitting, accepting, or considering political recommendations (as defined in 5 U.S.C. 2202) in effecting personnel actions.

How to Apply:

The following forms are required:

- A. **Application/Resume:** You must submit a resume, OF-612, Optional Application for Federal Employment, or any other written application form, such as a Federal style resume. Your application must contain the following information:
1. Vacancy announcement number (FRTIB-MP-07-006);
Full name, Social Security number, mailing address, day and evening telephone numbers, and country of citizenship;
 2. Educational information -- including the name, city, and state of colleges or universities you attended, as well as your majors and the type and year of any degrees;
 3. Information about your paid and nonpaid work experience related to this position, including job titles, duties and accomplishments, ending salary, employers' names and addresses, starting and ending dates of employment (month, day, and year); supervisors' names and phone numbers and whether or not we may contact your current supervisor; and

4. Other qualifications related to this job, including job-related training courses completed, certificates, and licenses. You may also note any job-related honors, awards, and special (job-related) accomplishments, but do not send documents (e.g., letters of commendation, newspaper clippings).
- B. Narrative Statement addressing each of the KSA's- including experience (paid and unpaid), education, training, awards, and/or self-develop activities as related to each.
- C. A copy of a recent SF-50, "Notification of Personnel Action", that indicates Federal status, grade, tenure, and type of service. (Federal Employees Only)
- D. Copy of your most recent annual performance appraisal (from either the Federal or private sector).

DD-214 & SF-15: Those eligible under the Veterans Employment Opportunities Act of 1998 (VEOA) **MUST** submit documentation (DD-214 and/or SF-15) to establish eligibility under this program. (Please note: An SF-50, Notification of Personnel Action, showing veterans' preference will not be accepted as proof of entitlement.) The SF-15 is available in Federal Human Resources offices or on the OPM website at www.opm.gov/forms.

Special Employment Programs: Applicants applying based on eligibility for a special employment program/authority such as VRA, Severely Disabled, 30% or more compensably disabled veterans, or Peace Corp returnees **MUST** submit documentation (e.g., DD-214, SF-15, Vocational Rehabilitation certification/medical documentation) to establish program eligibility. (Please note: An SF-50, Notification of Personnel Action, showing veterans' preference will not be accepted as proof of eligibility for any veterans programs.) The SF-15 is available in Federal Human Resources offices or on the OPM website at www.opm.gov/forms.

CTAP/ICTAP: Applicants applying under CTAP or ICTAP **MUST** submit proof of eligibility under 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of your most recent performance rating, and a copy of your most recent SF-50 (Notification of Personnel Action) showing your position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

How to Submit your Application:

All application documents submitted must be received in the human resources office no later than close of business on the cut-off date. Your application may be hand-delivered, mailed, or faxed to:

National Business Center
Human Resources Operations Branch
1849 C Street, NW, Room 2735
Washington, DC 20240

Fax: 202-208-3184

It is against the law to use Government franked envelopes to submit applications (18 USC 1719).

Application materials will not be returned. Do not submit original documents that may be needed in the future.

For additional information about this position, please contact:

Office of Human Resources
Phone: 202-208-3448

Your application contains information subject to the Privacy Act (P.L. 930-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.